

Picture grammar with fun!

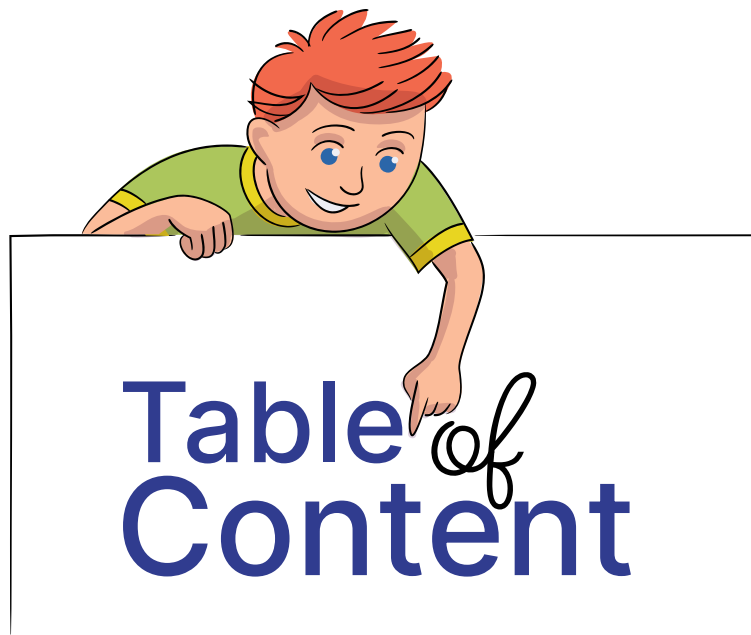
Level
2

It started raining, **so** they are under the umbrella.

He wants to play, **but** the rain started.

They are eating sandwiches **and** fruits.

They brought snacks **because** they were hungry.



01	Infinitive, Gerund, and Participle	26	Modal auxiliary verbs
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» An infinitive is the base form of a verb usually preceded by "to". It can act like a noun, adjective, or adverb.

Infinitive হলো "to" + verb-এর মূল রূপ, যা কোন বাক্যে noun, adjective বা adverb এর মতো কাজ করে।



»» A gerund is the -ing form of a verb that functions as a noun in a sentence.
Gerund হলো verb-এর -ing form, যা বাক্যে noun হিসেবে ব্যবহৃত হয়।

Swimming is good for health.
I enjoy reading books.

Write down the base form of gerund(Continuous form of verb):

A girl is swimming in a pool.

Dancing is his favorite hobby.

A girl is painting on a canvas.

Painting helps him relax.

»» A participle is a word formed from a verb that is used as an adjective.
 Participle হলো verb থেকে গঠিত একটি শব্দ, যা adjective হিসেবে ব্যবহৃত হয়।

The **crying** baby needs milk. (Present participle)

The **broken** glass is on the table. (Past participle)

Write down the participles of verbs:

The boy holding the balloon is smiling.

The sleeping cat looks peaceful.

The broken toy was thrown away.

»» Infinitive



She hoped to **get** this job.



She learnt to **read** and write in Spanish.



She agreed to **participate** in the contest.



They arranged to **celebrate** their prom in this cafe.



I can't wait to **go** to the seaside.



I need to **buy** a costume for the party.



Ann decided to **consult** the doctor.



They hurried to **leave** that dangerous place.

»» Infinitive



You need to **revise** this topic before you write the test.



Sarah managed to **teach** her dog some tricks.



She pretended not to **hear** him.



The children were asked to **speak** quietly.



He did not hesitate to **save** the child.



Lisa seems to know how to **deal** with small children.



I would rather choose to **turn** the music off.



The woman appears to **be** very nice.

»» Gerund



Why don't you admit
being ill?



What kind of
food should
you avoid **eating**?

UTILITY BILL			
Bill #: 5238475 Customer ID: 6556445		Date: 15.08.2022 Terms Net: 30 Days	
Q	Description	Due Date	Charges
1	Charges this month	September, 15	£238.75
	State Tax		£30.23
DEBT			Charges: £268.98



The family discussed

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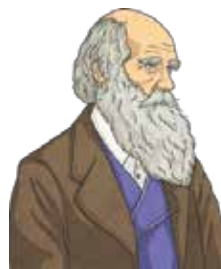
They got used to
wearing casual clothes.



I would never give
up **trying**.



I couldn't help **laughing**.



He considered **taking**
exams in Biology.



He practised **speaking** Chinese every day.



I will put off **watching** this film.



He confessed **lying** about it on social media.



Jack detested **speaking** in public.



They defended **keeping** their rights.



How will you explain **being** here at night?

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»» Participle



The **giggled/giggling** baby entertained us.



He collapsed onto the **made/making** bed.



The **talked/talking** girls



The **cried/crying** boy

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The **golfed/golfing** woman is here everyday.



The **hatched/hatching** turtles are adorable.



The **texted/texting** woman wasn't listening

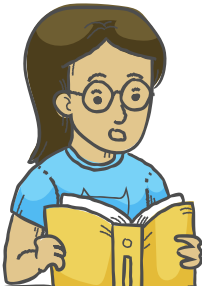


The **planted/planting** garden is starting to grow.

» A sentence is a group of words that expresses a complete thought. It always starts with a capital letter and ends with a punctuation mark (like a full stop, question mark, or exclamation mark). **A sentence must have at least a subject and a verb.**

একটি Sentence (বাক্য) হলো এমন কিছু শব্দের সমষ্টি, যা সম্পূর্ণ একটি ভাব প্রকাশ করে। প্রতিটি বাক্য বড় হাতের অক্ষরে শুরু হয় এবং শেষে ফুলস্টপ, প্রশ্নবোধক বা বিস্ময়সূচক চিহ্ন থাকে। একটি বাক্যে কমপক্ষে একটি Subject (উদ্দেশ্য) এবং একটি Verb (ক্রিয়া) থাকতে হয়।

Examples:



The dog is barking.

কুকুরটি ঘেউ ঘেউ করছে।

She reads a book.

সে একটি বই পড়ছে।



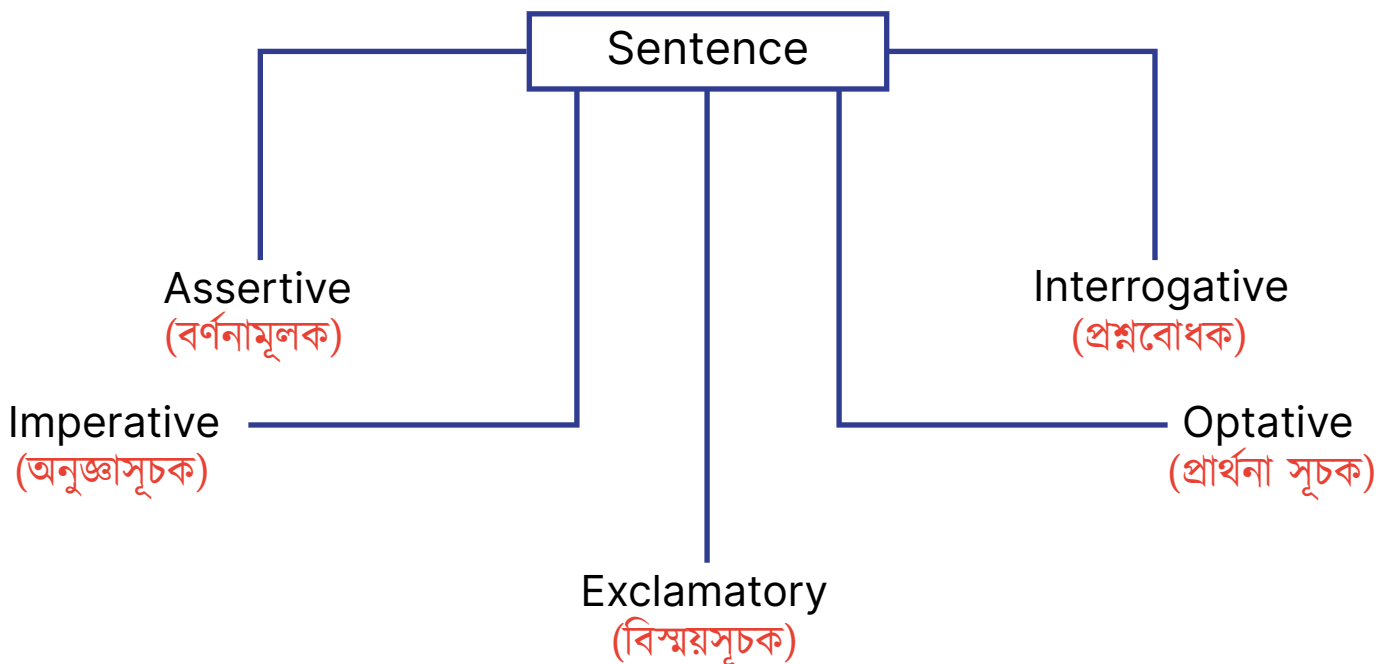
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Functions. These are:

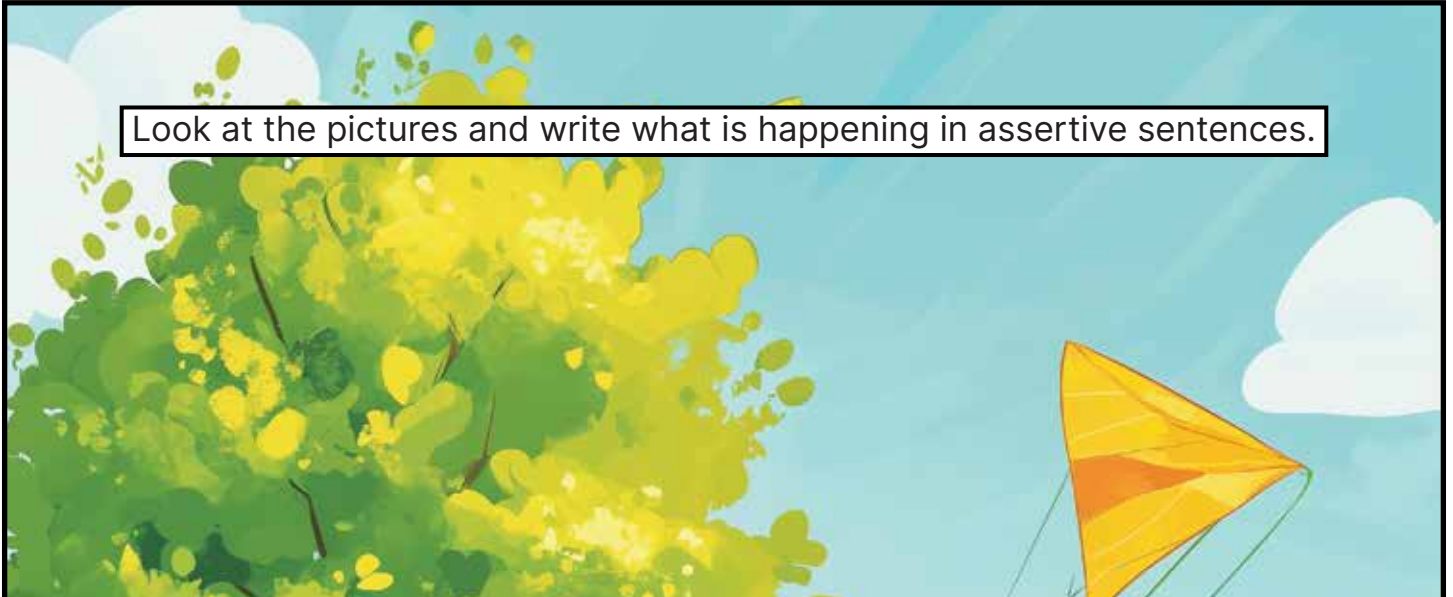
নির্মাণ ও অর্থ অনুযায়ী বাক্যকে পাঁচটি ভাগে ভাগ করা যায়। এই পাঁচটি শ্রেণি হলোঃ



» **Assertive sentence:** A sentence that states or declares something. It may be positive or negative.

যে বাক্যে কিছু বর্ণনা বা ঘোষণা করা হয়, তাকে Assertive Sentence বলে। এটি হ্যাঁ-সূচক বা না-সূচক হতে পারে।

Look at the pictures and write what is happening in assertive sentences.



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A boy is flying a kite.

A dog sleeping under the tree.

A girl is reading a book.

» **Interrogative sentence:** An interrogative sentence asks any questions to get a reply to something/someone and ends with an interrogative sign (?).

যে Sentence দ্বারা কোন প্রশ্ন করা হয় অথবা কোন কিছুর প্রত্যুত্তর পাওয়ার উদ্দেশ্যে জিজ্ঞেস করা হয় তখন তাকে Interrogative Sentence বলে।

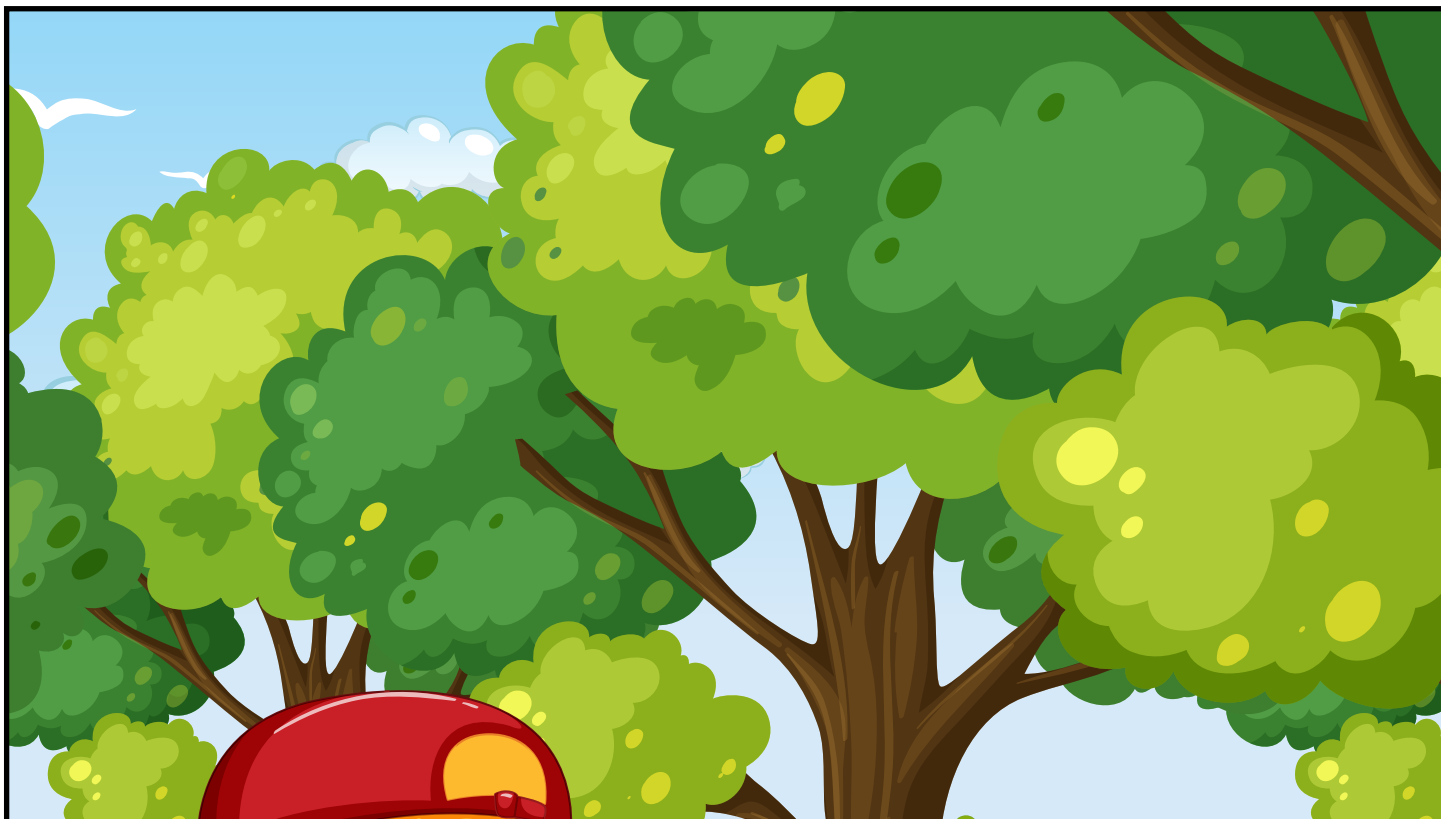


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» **Imperative sentence:** A sentence that gives a command, request, advice, or instruction called Imperative sentence.

যে Sentence দ্বারা কোন আদেশ, উপদেশ, নিষেধ, অনুরোধ ইত্যাদি বোঝায় তাকেই Imperative sentence বা অনুজ্ঞাসূচক বাক্য বলে। এই ধরনের বাক্যে Subject (you) গোপন থাকে।



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» **Optative Sentence:** It expresses desire, prayer, wish, etc. A simple pattern can help you more. That is (MAY + ASSERTIVE), but at the same time you should keep in mind that an Optative sentence can be formed without "MAY".

যে Sentence দ্বারা মনে ইচ্ছা কিংবা প্রার্থনা প্রকাশ করে তাকে Optative Sentence বলে। বেশিরভাগ optative sentence এই may ব্যবহৃত হয়। তবে কিছু কিছু ক্ষেত্রে ব্যতিক্রম আছে।



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» **Exclamatory Sentence:** It expresses sudden or strong feelings or emotions like surprise, anger, delight, pain, etc. It is a term of the sudden change of mind.

Exclamatory sentence দ্বারা হঠাৎ আকস্মিকভাবে মনের কোন পরিবর্তন যেমন হর্ষ, বিষাদ, আনন্দ, আবেগ বা বিস্ময় প্রকাশ করা হয়।



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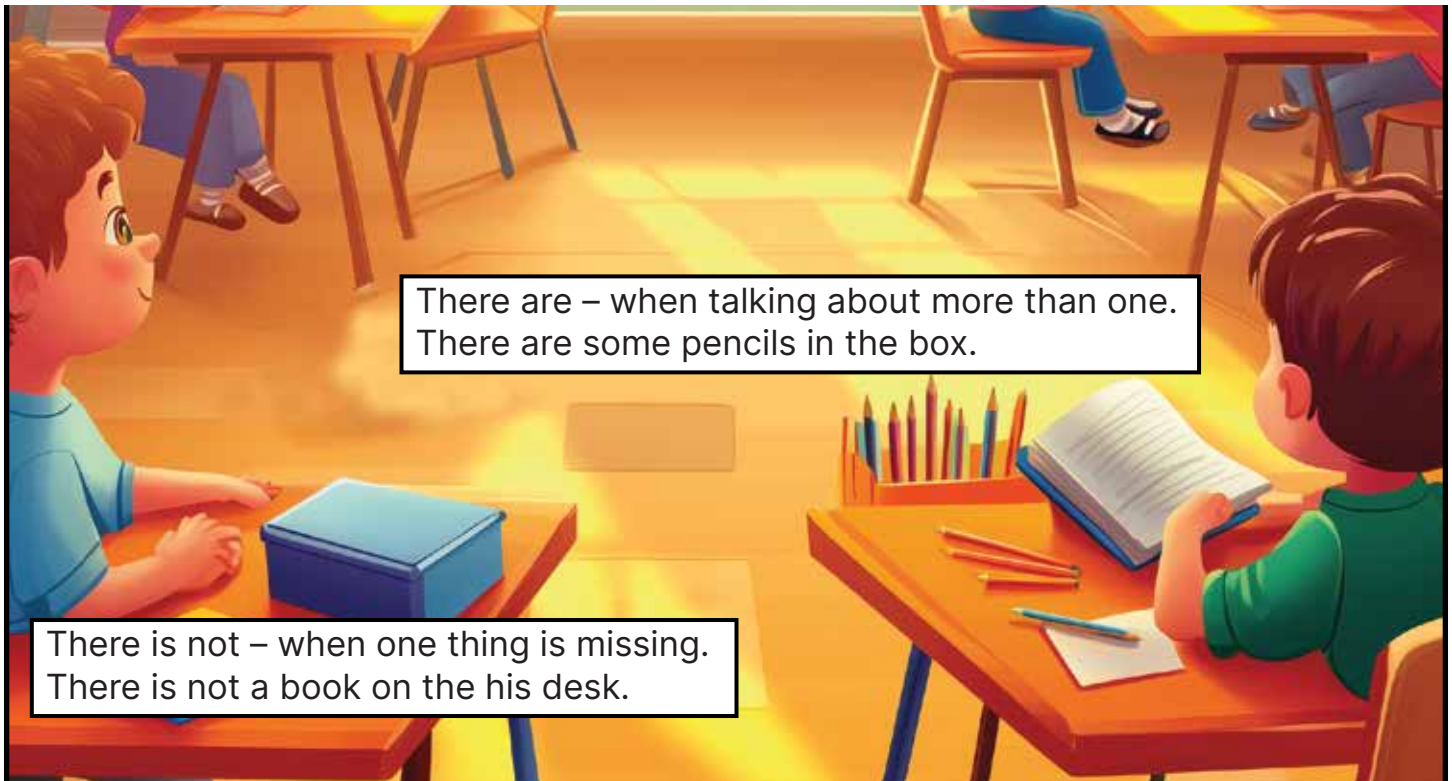
There it/There is not/There are not



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»» “There is / There are” are used to show that something exists in a place.

There is / There are ব্যবহার করা হয় কিছু অবস্থান বা উপস্থিতি বোঝাতে।

Example:

There is – used for singular nouns.

There is – একটি জিনিস বা ব্যক্তি বোঝাতে।

There are – used for plural nouns.

There are – একাধিক জিনিস বা ব্যক্তি বোঝাতে।

There is not (isn't) – shows that one thing does not exist.

There is not (isn't) – একটি জিনিস বা ব্যক্তি নেই বোঝাতে।

There are not (aren't) – shows that multiple things do not exist.

There are not (aren't) – একাধিক জিনিস বা ব্যক্তি নেই বোঝাতে।

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There is a big whiteboard at the front of the class.

ক্লাসের সামনের দিকে একটি বড় হোয়াইটবোর্ড আছে।

There are ten chairs arranged neatly in a circle.

সুন্দরভাবে সারিবদ্ধ করে রাখা দশটি চেয়ার আছে।

There is a colorful rug in the middle.

মাঝখানে একটি রঙিন কার্পেট আছে।

There are books on every desk. But something is missing.

প্রতিটি ডেস্কে কিছু বই আছে। কিন্তু কিছু জিনিস অনুপস্থিত।

There is not a teacher in the room yet. There are not any crayons on the drawing table.

রুমে কোনো শিক্ষক নেই। ড্রয়িং টেবিলে কোনো রঙ পেনসিল নেই।

The students wait patiently. Soon, the teacher arrives with a smile!

শিক্ষার্থীরা ধৈর্য ধরে অপেক্ষা করে। কিছুক্ষণ পরে, শিক্ষক হাসিমুখে এসে হাজির হন!

»» Complete the Sentence: There is or There are?

There is / There are বসিয়ে শূন্যস্থান পূরণ করো।

Is - refers to only one thing - singular.
Are - refers to more than one thing - plural.

Fill in the blanks with 'is' or 'are' for each sentence.

There____ a yellow daffodil growing in the ground.

There____ delicious Easter eggs in the decorated basket.

There____ cute lambs gambling in the field.

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Now, write your own sentences containing 'there is' and 'there are'.



Punctuation and Capitalization

»» Punctuation marks are symbols that help organize and clarify written language. They indicate pauses, stops, emotions, and relationships between ideas in a sentence.

Punctuation হলো কিছু চিহ্ন যা লেখার অর্থ পরিষ্কার ও সঠিকভাবে বোঝাতে সাহায্য করে। এগুলো বাক্যে বিরতি, থামা, অনুভূতি বা বাক্যের অংশগুলোর সম্পর্ক বোঝাতে ব্যবহৃত হয়।

Full stop (.)

»» The period is a small dot. It is the most common form of punctuations that used to end a sentence in the English language. It is also used for abbreviation and website addresses.

Period কে British English এ বলা হয় full-stop. Period/full-stop ইংরেজি ভাষার সবচেয়ে বেশি ব্যবহৃত punctuation যা বাক্যের সমাপ্তি নির্দেশ করে। প্রশ্নবোধক আর বিস্ময়সূচক বাক্য ছাড়া সকল বাক্যের শেষেই period ব্যবহার করা হয়। এটি সাধারণত abbreviation এর ক্ষেত্রেও ব্যবহার করা হয়।

Examples:

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I ney went to school.

তারা স্কুলে গেছে।

My father is a doctor.

আমার বাবা একজন ডাক্তার।

Comma (,)

»» A comma slightly breaks the different parts of the sentence and makes the meaning of sentences clear by grouping and separating words, phrases, and clauses.

Comma সাধারণত একটি sentence এর ভিতরে বিভিন্ন clause, phrase, অথবা word গুলোকে আলাদা করার জন্যে ব্যবহৃত হয়।

Examples:

I bought apples, oranges, and bananas.

আমি আপেল, কমলা, আর কলা কিনেছি।

My friends, Sam and Lily, are here.

আমার বন্ধু, স্যাম এবং লিলি, এখানে এসেছে।

Question Mark (?)

»» The note of interrogation is used to indicate the end of the direct question in a sentence. Sometimes, it appears in the sentence.

সরাসরি প্রশ্নবোধক বাক্যের শেষে note of interrogation ব্যবহার করা হয়।

Examples:

What is your name?

তোমার নাম কী?

Are you coming to the party?

তুমি কি পার্টিতে আসছো?

Do you like football?

তুমি কি ফুটবল পছন্দ করো?

Where are you going?

তুমি কোথায় যাচ্ছে?

Exclamation Mark (!)

»» To show strong emotion or surprise.

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বাহ! এই কেকটা অনেক মজার!

Stop! Don't touch that!

থেমে যাও! এটা ছুঁয়ো না!

What a beautiful dress!

কি সুন্দর পোশাক!

Hurray! We won the game!

ইয়াহু! আমরা জিতেছি!

Apostrophe (')

»» For contractions or showing possession.

দুটি শব্দ একত্রে লিখতে অথবা মালিকানা প্রকাশ করতে ব্যবহৃত হয়।

Examples:

It's raining. (It is)

বৃষ্টি হচ্ছে।

Don't go there. (Do not)

ওখানে যেও না।

Quotation Marks (" ")

»» A quotation mark is used in a written language to quote the exact words or sentences which said by someone.

Quotation mark সাধারণত অন্য কারো উল্লেখিত বাণী/লেখনী কে উদ্ধৃতি হিসেবে বাক্যে নিয়ে আসার জন্যে ব্যবহার করা হয়।

Examples:

He said, "I am happy."

সে বলল, "আমি খুশি।"

"Don't be late," said the teacher.

"দেরি করো না," শিক্ষক বললেন।

"Wow!" she shouted.

"বাহ!" সে চিৎকার করল।

My favorite word is "brilliant."

আমার প্রিয় শব্দ হলো "brilliant"।

Colon (:

»» To introduce a list or explanation

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I have two hobbies: drawing and reading.

আমার দুটি শখ: আঁকা আর পড়া।

He said: "Work hard and never give up."

সে বলল: "পরিশ্রম করো এবং হাল ছাড়ো না।"

Semicolon (;)

»» To connect two closely related independent clauses.

দুটি সম্পর্কযুক্ত স্বাধীন বাক্যকে যুক্ত করতে ব্যবহৃত হয়।

Examples:

I wanted to go outside; it was raining.

আমি বাইরে যেতে চেয়েছিলাম; বৃষ্টি হচ্ছিল।

She is very kind; everyone loves her.

সে খুব দয়ালু; সবাই তাকে ভালোবাসে।

He studied hard; he passed the test.

সে কঠোর পড়াশোনা করেছিল; সে পরীক্ষায় পাস করেছে।

We can go to the park; the weather is nice.

আমরা পার্কে যেতে পারি; আবহাওয়া ভালো।

» Add a question mark, exclamation mark or full stop in the box to finish off the sentence correctly.

বাক্যটি সঠিকভাবে শেষ করার জন্য বাক্সে প্রশ্নবোধক চিহ্ন (?), বিস্ময়বোধক চিহ্ন (!) অথবা দাঁড়ি (.) যোগ করো।



Do you like cake



Look out



Dad is mowing the lawn

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.....



Well done Riley



Sam went down the slide



Dad is cooking dinner tonight

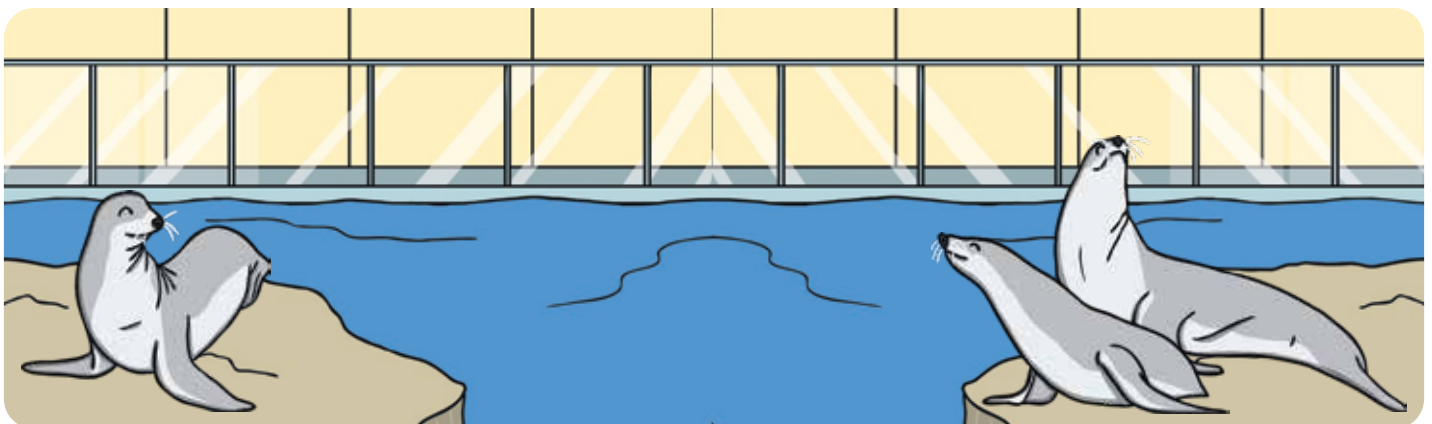
»» Now, write your own question for this picture.



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»» Capitalization means using capital (big) letters in specific places in writing. It helps show the beginning of a sentence, proper nouns, and other important words.

Capitalization অর্থ হলো লেখার নির্দিষ্ট স্থানে বড় হাতের অক্ষর ব্যবহার করা। এটি বাক্যের শুরু, নাম এবং গুরুত্বপূর্ণ শব্দ বোঝাতে সহায়তা করে।

»» When to Use Capital Letters

1. At the beginning of a sentence. (বাক্যের শুরুতে)

The cat is sleeping.

বিড়ালটি ঘুমাচ্ছে।

We are going to the park.

আমরা পার্কে যাচ্ছি।

2. For the word "I" (always capital). ("I" বা আমি সবসময় বড় হাতের হবে)

I am a student.

আমি একজন ছাত্র।

My friends and I are playing.

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My name is Rina.

আমার নাম রিনা।

Tommy is my dog.

টমি আমার কুকুর।

4. For names of places (কোনো স্থানের নামের শুরুতে)

He lives in Dhaka.

সে ঢাকায় থাকে।

We visited Cox's Bazar.

আমরা কক্সবাজারে গিয়েছিলাম।

5. For names of countries, cities, rivers, mountains (দেশ, শহর, নদী পর্বতের নামের শুরুতে)

Bangladesh is a beautiful country.

বাংলাদেশ একটি সুন্দর দেশ।

The Padma River is very big.

পদ্মা নদী অনেক বড়।

6. For days of the week and months (দিনের নামের শুরুতে মাসের শুরুতে)
Today is Monday.

আজ সোমবার।

My birthday is in March.

আমার জন্মদিন মার্চ মাসে।

7. For festivals and holidays (ছুটির দিন এবং উৎসবের নামের শুরুতে)
We celebrate Eid with joy.

আমরা ঈদ আনন্দের সাথে উদযাপন করি।

Christmas is in December.

ডিসেম্বরে ক্রিসমাস হয়।

8. For book names, movie names, and titles (বই এবং মুভির নামের শুরুতে এবং টাইটেল এর শুরুতে)

I read The Jungle Book.

আমি দ্য জঙ্গল বক পড়েছি।

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river on our way. it was a sunny day in march. we took a book called the jungle book to read. later, we watched a movie named frozen. it was a fun holiday.

» Modals are helping (auxiliary) verbs that express ability, possibility, permission, necessity, or obligation. They are used before the main verb to add meaning.

সামর্থ্য, সম্ভাবনা, ইচ্ছা এবং প্রয়োজনীয়তা ইত্যাদি বোঝাতে Modal auxiliary verb ব্যবহার করা হয়।

Modal auxiliary verbs are: Shall, should, can, could, may, might, ought, ought to, used to, need, will, would, must, etc.



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»» Can – expresses ability or permission

দক্ষতা বা অনুমতি বোঝাতে ব্যবহৃত হয়।

Examples:

I can swim.

আমি সাঁতার কাটতে পারি।

Can I go out?

আমি কি বাইরে যেতে পারি?

»» Could – expresses past ability or polite request

পূর্বের দক্ষতা বা ভদ্র অনুরোধ বোঝাতে ব্যবহৃত হয়।

Examples:

I could run fast when I was younger.

আমি ছোটবেলায় খুব দ্রুত দৌড়াতে পারতাম।

Could you help me?

আপনি কি আমাকে সাহায্য করতে পারেন?

»» May – expresses permission or possibility

অনুমতি বা সম্ভাবনা বোঝাতে ব্যবহৃত হয়।

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আজ বৃষ্টি হতে পারে।

»» Might – expresses a smaller possibility

অল্প সম্ভাবনা বোঝাতে ব্যবহৃত হয়।

Examples:

He might come later.

সে পরে আসতে পারে।

»» Shall – formal suggestion or future (with "I" or "we")

প্রস্তাব বা ভবিষ্যৎ বোঝাতে ব্যবহৃত হয় (I বা we এর সাথে)।

Examples:

Shall we go now?

আমরা কি এখন যাব?

»» Should – advice or duty

পরামর্শ বা কর্তব্য বোঝাতে ব্যবহৃত হয়।

Examples:

You should do your homework.

তোমার হোমওয়ার্ক করা উচিত।

» Will – expresses certainty or future

নিশ্চয়তা বা ভবিষ্যৎ বোঝাতে ব্যবহৃত হয়।

Example:

I will help you.

আমি তোমাকে সাহায্য করব।

» Would – polite request or imagined situation

ভদ্র অনুরোধ বা কল্পিত অবস্থা বোঝাতে ব্যবহৃত হয়।

Example:

Would you like some tea?

আপনি কি চা খেতে চান?

» Must – strong necessity or obligation

জোরালো প্রয়োজন বা বাধ্যবাধকতা বোঝাতে ব্যবহৃত হয়।

Example:

You must wear a seatbelt.

তোমাকে অবশ্যই সিটবেল্ট পরতে হবে।

» Ought to – moral duty or advice

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» Complete the sentences:

a) Pasha _____ try her hardest at school.

b) He is so tired, he _____ keep his eyes open.

c) Tom is a great footballer. He _____ even play in goal!

d) If she keeps trying hard, she _____ just have a chance.

e) He is still learning. He _____ do his shoe laces up just yet.

f) You _____ hurt people or steal things.

g) When you have finished eating, you _____ wash your plate.

h) When they get there, they _____ find it waiting for them.

i) The cold makes it likely there _____ be icy roads tomorrow.

Direct Speech & Indirect Speech

»» Speech is how we report or express what someone says.

Speech (বক্তৃতা) বলতে সেই প্রক্রিয়াকে বোঝানো হয় যার মাধ্যমে আমরা কাউকে বলা কথা প্রকাশ করি বা রিপোর্ট করি।

There are two types of speech:

- Direct Speech – The exact words spoken by someone.
Direct speech হল বক্তার দ্বারা বলা ভব্ধ বক্তব্য যা quotation mark বা উদ্ধৃতি চিহ্নের মধ্যে থাকে।

Example:

He said to his friend, "I like sweets very much."

- Indirect Speech – Reporting what someone said without quoting exact words.

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He told his friend that he liked sweets very much.

»» Direct speech এর মধ্যে দুটি অংশ থাকে:

- Reporting Speech
- Reported Speech

একটি comma (,) এবং দুটি inverted comma (" ") এই অংশ দুটিকে একে অপর থেকে পৃথক করে।

She said, "I am happy."
সে বলল, "আমি খুশি।"

Tom said, "I like ice cream."
টম বলল, "আমি আইসক্রিম পছন্দ করি।"



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- » Reporting speech: Reporting speech is the part which is outside the inverted commas, i.e., the part before the comma. It involves two parties the reporter and to whom s/he is reporting.

Reporting speech হল inverted comma-র বাইরের অংশ অর্থাৎ comma-র আগের অংশ। এখানে দুটি পক্ষ জড়িত থাকে, বক্তা এবং সে যাকে বলছে।

He said to his friend, "I like sweets very much."

উপরের উদাহরণে, He said to his friend, হল reporting speech.

- » Reported Speech: Reported Speech is the part which is within the inverted commas.

Reported Speech হল inverted comma-র মধ্যকার অংশ।

He said to his friend, "I like sweets very much."

উপরের উদাহরণে, "I like sweets very much."-হল reported speech.

- » Indirect speech also known as reported speech is the substance of the

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He said that he was tired.

সে বলল যে সে ক্লান্ত ছিল।

She said that she liked ice cream.

সে বলল যে সে আইসক্রিম পছন্দ করত।

The teacher told us to open our books.

শিক্ষক আমাদের বললেন আমাদের বই খুলতে।

They said that they were going to the park.

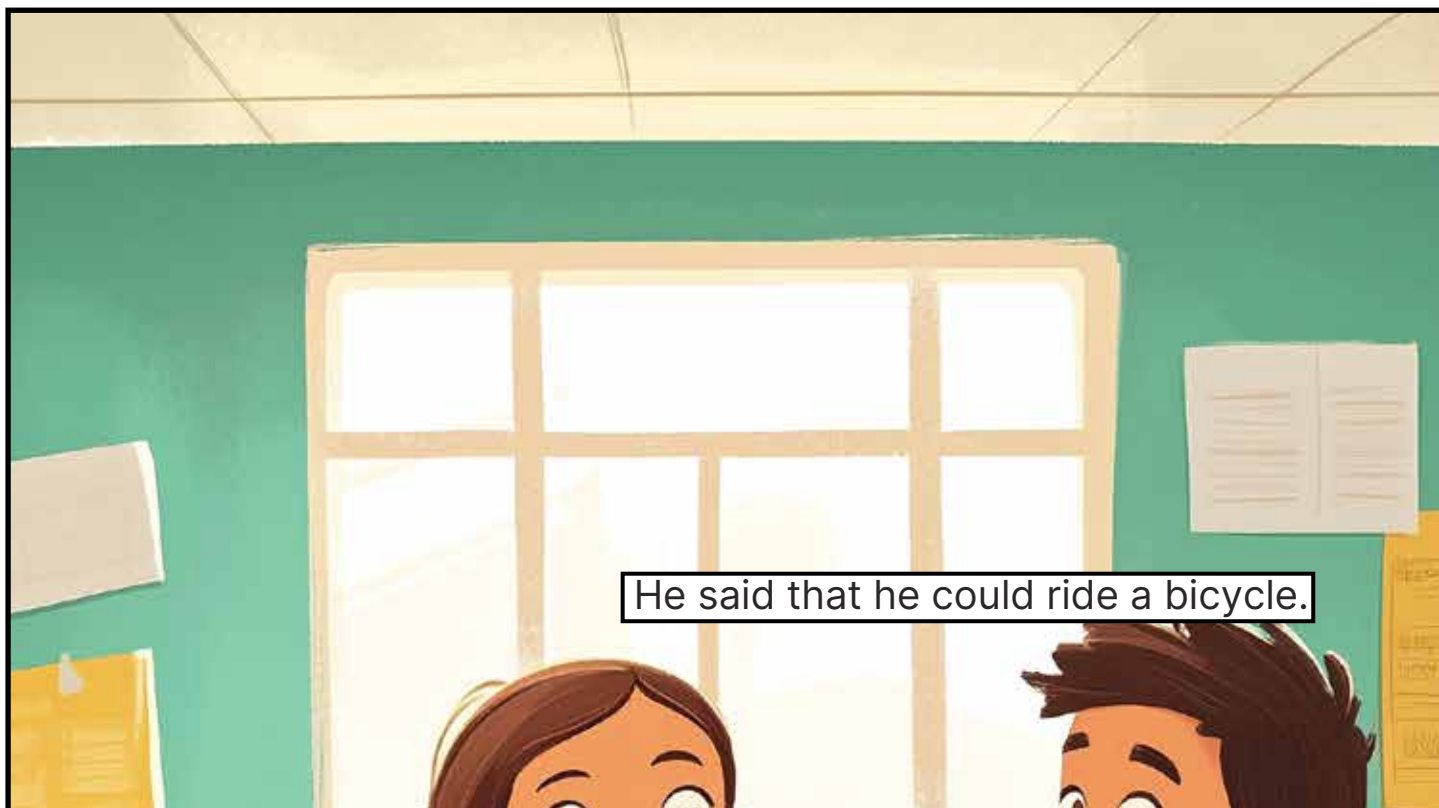
তারা বলল যে তারা পার্কে যাচ্ছিল।

He said that he could ride a bicycle.

সে বলল যে সে সাইকেল চালাতে পারত।

Mom told me to wash my hands.

মা আমাকে বললেন আমার হাত ধুতে।



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» During changing direct speech into indirect speech, if the reporting verb is in the present or future tenses, there is no change in the tense of the verb in the reported speech.

Direct speech-কে indirect speech-এ পরিণত করার সময় যদি reporting verb, present বা future tense-এ থাকে তবে reported speech-এর verb-এর কোন পরিবর্তন হয়না।



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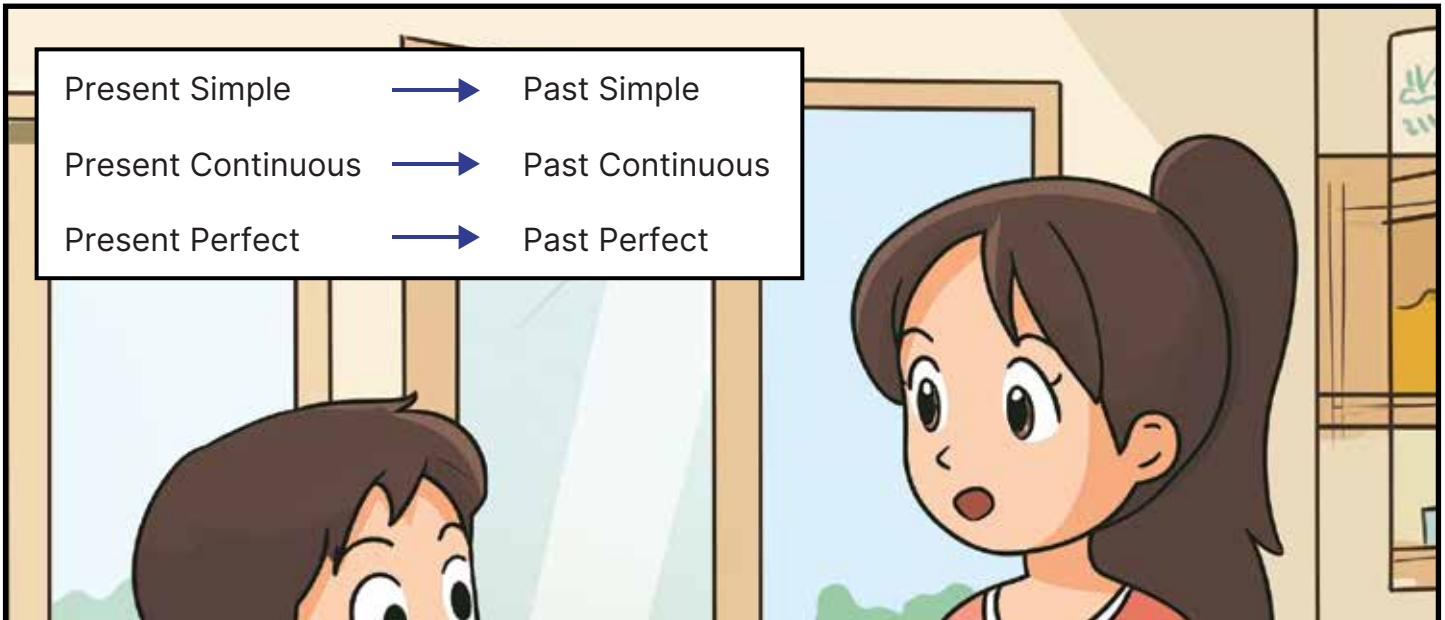
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»» When reporting verb is in the past tense the reported speech's verb is changed to one or the other of the four forms of past tense.

যখন reporting verb, past tense-এ থাকে তখন reported speech-এর verb past tense-এর চার প্রকারের এক বা অন্য প্রকারে পরিবর্তিত হয়।



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» The words showing nearness of time or place are changed into words showing distance in the following ways:

শব্দ যেগুলো দ্বারা কাছের সময় বা জায়গা বোঝায়, সেগুলো নিম্নের নিয়মে দূরত্ববোধক করা হয়:

From	To	From	To	From	To	From	To
Now	Then	This	That	Here	There	Today	That day
Tonight	That night	These	Those	Yesterday	The previous day	Come	Go
Hence	Thence	Last night	The previous night	Thus	So	Hither	Nither
Tomorrow	The next day	Ago	Before				

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She said, "I like ice cream."	
Rina said, "My mother is cooking."	
The boy said, "I have a pet cat."	
They said, "We are going to school."	
I said, "I will help you."	
He said, "I can run fast."	
He said, "You must do your work."	
She said, "I am reading a book."	

»» Voice is the way of expressing verbs which describes whether the subject does the work or it has been done by the subject.

Voice হচ্ছে ক্রিয়ার প্রকাশভঙ্গি যার মাধ্যমে বোঝা যায় যে কোন বাক্যের subject কাজটি করেছে/করেছে/করবে নাকি কাজটি subject দ্বারা করা হচ্ছে/হয়েছে/হবে।

Types of Voice:

Voice দুই প্রকারঃ

- Active voice
- Passive voice

»» The sentence in which the subject does the work by himself actively in that sentence the verb has an active voice.

যে sentence-এ subject নিজে সক্রিয়ভাবে কাজটি করে সেই sentence-এ verb-এর active voice হয়।

Active Voice (When the subject does the action)

Subject + Verb + Object

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The cat chased the mouse.

বিড়ালটি ইঁদুরটিকে তাড়া করেছিল।

»» The sentence in which the subject does not do the work by himself actively rather the object's work is done by the subject in that sentence the verb has passive voice.

যে sentence-এ subject নিজে সক্রিয়ভাবে কাজটি করে না বরং object-এর কাজটি তার দ্বারা করা হয় সেই sentence-এ verb-এর passive voice হয়।

Passive Voice (When the subject receives the action)

Object + be verb+ verb's past participle + by+ subject

Examples:

A letter is written by him.

তার দ্বারা একটি চিঠি লেখা হয়।

»» How to change voice (Active to Passive).

Voice-কে active থেকে passive করার নিয়মগুলো নিচে বর্ণিত হল:

»» Rule 1:

Active voice's subject is changed to passive voice's object. Active voice's object is changed to passive voice's subject. Main verb's past participle is used, and auxiliary verb/ be verb is chosen according to subject and tense.

Active voice-এর subject passive voice-এর object-এ রূপান্তরিত হয়। Active voice-এর object passive voice-এর subject-এ রূপান্তরিত হয়। মূল verb-এর past participle ব্যবহৃত হয় এবং auxiliary verb/ be verb নির্বাচন করা হয় subject এবং tense অনুযায়ী।

Example:

I write poems. (Active)

Poems are written by me. (Passive)

»» Indefinite tense-এর ক্ষেত্রে passive voice-এর structure:

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She praises me. (Active)

I am praised by her. (Passive)

b. Past- Object's subject+ was/were+ Verb's past participle+ by+ subject's object

Example:

She praised me. (Active)

I was praised by her. (Passive)

c. Future- Object's subject+ shall be/will be+ Verb's past participle+ by+ subject's object

Example:

She will praise me. (Active)

I shall be praised by her. (Passive)

Active Voice	Passive Voice	Active Voice	Passive Voice
I	me	she	her
you	you	it	it
we	us	they	them
he	him		

»» Continuous tense-এর ক্ষেত্রে passive voice-এর structure:

- Present- Object's subject+ am being/is being/are being+ Verb's past participle+ by+ subject's object
- Past- Object's subject+ was being/ were being+ Verb's past participle+ by+ subject's object
- Future- Object's subject+ shall be being/will be being+ Verb's past

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I am being praised by her. (Passive)

She was praising me. (Active)

I was being praised by her. (Passive)

She will be praising me. (Active)

»» Perfect tense-এর ক্ষেত্রে passive voice-এর structure:

- Present- Object's subject+ has been/ have been+ Verb's past participle+ by+ subject's object
- Past- Object's subject+ had been+ Verb's past participle+ by+ subject's object
- Future- Object's subject+ shall have been/ will have been+ Verb's past participle+ by+ subject's object

Example:

She has praised him. (Active)

He has been praised by her. (Passive)

She will have praised me. (Active)

I shall have been praised by her. (Passive)

» Rule 2:

May/might/can/could/must/ought to/going to-যুক্ত Sentence-এর ক্ষেত্রে passive voice-এর structure:

Object's subject+ may/might/can/could/ must/ought to/going to+ be+ Verb's past participle+ by+ subject's object

Example:

You must write the poem. (Active)

The poem must be written by you. (Passive)

» Rule 2:

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Assertive sentence is taken to passive form+ Changed passive voice's auxiliary verb is put at the starting of sentence+ Object's subject+....+ by+ subject's object+ note of interrogation (Done according to Tense)

Interrogative Sentence-কে Assertive Sentence-এ রূপান্তরিত করা হয়+ পরিবর্তিত Assertive sentence-কে passive form-এ নেয়া হয়+ পরিবর্তিত passive voice-এর auxiliary verb-কে sentence-এর শুরুতে বসান হয়+ Object-এর subject++ by+ Subject-এর object+ প্রশ্নবোধক চিহ্ন (Tense অনুসারে করা হয়)।

Example:

Have you written the article? (Active)

You have written the article. (Assertive)

The article has been written by you. (Passive of Assertive)

Has the article been written by you? (Passive of the main sentence)

»» Rule 4:

Passive voice's structure in case of Active voice having double object- Anyone of the two object is taken as the subject (Changing the personal object is better) + Verb's past participle+ Auxiliary verb according to tense and person+ the other object+ by+ active voice's subject is written as the object.

Active voice-এর double object থাকলে Passive voice-এর কাঠামো:

দুটি object-এর যেকোনটি subject হিসেবে নেয়া হয় (ব্যক্তিবাচক object-টি পরিবর্তন করা ভাল)
+Tense এবং person-অনুসারে Auxiliary verb +Verb-এর past participle+ অন্য object+ by+ active voice-এর subject-টি object হিসেবে লেখা হয়।

Example:

I gave her a dress. (Active)

She was given a dress by me. (Passive)

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etc.-

Same subject of the active voice in passive form + Auxiliary verb according to tense and person+ Verb's past participle+ by+ the reflexive object.

Active voice-এ Reflexive objective যেমন: myself, yourself, himself, herself, yourselves, ourselves, themselves, প্রভৃতি থাকলে Passive-এর কাঠামো-

Active voice-এর একই subject passive form-এ ও+ Tense এবং person-অনুসারে Auxiliary verb + Verb-এর past participle+ by+ reflexive object।

Example:

He mocked himself. (Active)

He was mocked by himself. (Passive)

»» Change the following active sentences into passive voice.

He writes a letter.

A letter is written by him.

We drink milk.

You clean the room.

The dog chases the cat.

She reads a book.

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She ate a mango.

They played cricket.

She is cooking food.

They have completed the homework.

I will buy a gift.

»» Change the following active sentences into passive voice.

She writes a letter.

A letter is written by her.

The teacher teaches English.

They play football every day.

He eats an apple.

Mother is cooking rice

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He sang a song.

The boy has broken the window.

She will write a book.

They had completed the task.

The manager will give you a gift.

Suffix and Prefix

»» A suffix(also called ending) is an affix that is placed after the stem of a word.

Suffix হচ্ছে একটি/কয়েকটি letter এর সমষ্টি যেগুলো stem/root word (ধাতু) এর পরে বসে নতুন নতুন word তৈরি করে। Stem/root word এর ছাড়া বাকি যে অংশ থাকে একটি শব্দে সেগুলোকে affix বলা হয়।

Suffix যুক্ত শব্দগুলোতে যেসব affix থাকে সেগুলোর সাধারণত কোন অর্থ হয় না। Grammatical পরিবর্তন এবং শব্দের অর্থের পরিবর্তনের জন্য suffix ব্যবহার করা হয়।

Example:

help + ful = helpful (full of help)
act + or = actor (a person who acts)

Reader

এখানে 'read' একটি stem যার ভিন্ন একটি অর্থ এবং বাক্যে ভিন্ন grammatical function রয়েছে কিন্তু affix 'er' যোগ করাতে stem টির অর্থ এবং grammatical function উভয়ই

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»» A prefix is an affix which is placed before the stem of a word.

Prefix হচ্ছে একটি/কয়েকটি letter এর সমষ্টি যেগুলো stem (ধাতু) এর আগে বসে নতুন word তৈরি করে। এই বর্ণ/বর্ণসমষ্টির common নাম হচ্ছে affix.

Affix গুলোর সাধারণত নিজস্ব কোন অর্থ থাকে না কিন্তু তারা অন্য root word এর আগে/পরে বসে নতুন শব্দ গঠন করে। তাই বলা যায় যে, যে affix গুলো root word এর আগে বসে নতুন শব্দ গঠন করে তাকে prefix বলা হয়।

Example:

Un + happy = Unhappy (not happy)
Re + write = Rewrite (write again)

Prefix

(এখানে, 'fix' একটি stem বা root word এবং 'pre' একটি prefix যেটি root word এর অর্থকে পরিবর্তন করে নতুন একটি শব্দ গঠন করেছে।)

Antibiotic
Awake

Suffix

-ful

full of

-less

without

-ment

action

-nessa state or
quality**-ly**in a certain
manner**-ation**an action or
process**-ous**

full of

-ate

to create a verb

-ise

to create a verb

-ify

to create a verb

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opposite of

re-

again

un-

not

mis-wrongly or
falsely**im/in-**

not or in

co-

together

de-reduce or
remove**super-**better
quality**anti-**against or
opposite**auto-**

self or same

over-

too much

inter-among or
between

Suffixes

Suffix	Meaning	Example
-ment	the action of	movement
-able	can be	adorable
-ion	the result of	creation
-ly	in a certain manner	lovely
-less	without	flawless
-ful	full of	painful
-ed	past tense	jumped
-ing	present tense	jumping

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-er	comparative 'more than'	lower
-est	comparative 'most'	lowest
-ness	state or quality	sadness
-ist	involved in	cyclist
-ic	describing a trait	magnetic
-en	to become, made of	woollen
-tion	make an abstract noun	pollution
-sion	make an abstract noun	division

Prefix	Meaning	Example
pre-	before	preschool
over-	too much, excessive	overexcited
re-	again	replay
mis-	wrong	mistake
dis-	not, no	dislike
un-	not	unhappy
non-	no, not	nonsense
bi-	two	bicycle

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im-	no, not, non	impatient
con-	with, together	conform
pro-	in support of, acting for	pronoun
ir-	not	irregular
il-	not	illegible
sub-	below, under	submarine
inter-	between	intergalactic
auto-	self	autograph
anti-	against	anticlockwise
super-	above, beyond	superhuman

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Suffix

Prefix

Modals

Sentence

There

Possessive

Speech